

RESOLUTION NO. 2019-17

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE
VILLAGE OF KEY BISCAYNE, FLORIDA, APPROVING
EVALUATION FORMS AND PROCEDURES FOR REVIEW
OF CHARTER OFFICIALS; AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, the Village of Key Biscayne (“Village”) Charter provides for three appointed, administrative Charter officials: (1) the Village Manager, (2) the Village Clerk, and (3) the Village Attorney (collectively, the “Charter Officials”); and

WHEREAS, the Village Council desires to utilize the forms and procedures in substantially the form attached hereto as Exhibit “A” (the “Evaluation Procedures”) to evaluate the Charter Officials; and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF
THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:**


Section 1. Recitals. That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. Approval. That the Evaluation Procedures are approved in substantially the form attached hereto as Exhibit “A.”

Section 3. Effective Date. That this Resolution shall be effective immediately upon adoption.

PASSED and ADOPTED this 19th day of March, 2019.

ATTEST:



MICHAEL W. DAVEY, MAYOR


JENNIFER MEDINA, CMC
VILLAGE CLERK



APPROVED AS TO FORM AND LEGAL SUFFICIENCY:


VILLAGE ATTORNEY



PERFORMANCE REVIEW FORM

Village Manager

Manager Name:Click or tap here to enter text.

Council Member Name:Click or tap here to enter text.

Date of Manager Self-Assessment:Click or tap here to enter text.

Date of Council Member Assessment:Click or tap here to enter text.

Instructions: Manager is to complete a self-assessment and submit it to their Manager no later than Click or tap to enter a date. Council Members are to complete their assessment and submit it to Human Resources by Click or tap to enter a date.

Rating Scale:

- | | |
|----------|--|
| 5 | CONSISTENTLY EXCEEDS JOB REQUIREMENTS <i>(Performance at this level is at its maximum and consistently beyond acceptable requirements for the position. Duties and responsibilities are not only met, but consistently exceeded.)</i> |
| 4 | MEETS AND USUALLY EXCEEDS JOB REQUIREMENTS <i>(Performance at this level is frequently above acceptable requirements for the position. Duties and responsibilities are well met and usually exceeded.)</i> |
| 3 | FULLY MEETS JOB STANDARDS <i>(Performance at this level is the acceptable standard for the position. Duties and responsibilities are met consistently and in a satisfactory and acceptable manner.)</i> |
| 2 | SOME IMPROVEMENT NEEDED TO MEET JOB REQUIREMENTS <i>(While some job requirements are met, some improvement is necessary to fully meet job requirements.)</i> |
| 1 | DOES NOT MEET JOB REQUIREMENTS <i>(Performance at this level is below the minimum acceptable requirement for the position. Duties and responsibilities are not met.)</i> |

OBJECTIVES: Overall Section Rating:Click or tap here to enter text.

Objective

Action Item

Outcome

Manager Rating: Click or tap here to enter text.

Council Member Rating:Click or tap here to enter text.

Manager Comments:

Council Member Comments:

Objective

Action Item

Outcome

Manager Rating: Click or tap here to enter text.

Council Member Rating:Click or tap here to enter text.

Manager Comments:

Council Member Comments:

Objective

Action Item

Outcome

Employee Rating: Click or tap here to enter text.

Manager Rating:Click or tap here to enter text.

Manager Comments:

Council Member Comments:

GENERAL PERFORMANCE REQUIREMENTS: Overall Section Rating: Click or tap here to enter text.

- **MANAGEMENT/LEADER OF THE VILLAGE:** Effectively runs the operations of the Village. Provides the Council and the organization with real solutions and creative alternatives to issues and problems. Creates a collaborative, team building, environment for staff. Supports professional growth and opportunity within the organization. Accepts full accountability for staff and the outcome of Village projects or decisions. Identifies problems and resolves them. Monitors council decisions to ensure consistency with past practices. Makes use of sound administrative practices.
- **EXECUTION OF POLICY:** Understands and complies with policies and procedures governing the Village. Implements Village policy, fairly and consistently, based upon Council decisions, goals, and applicable laws and regulations. Works toward accomplishing identified Council goals. Presents matters in a factual, analytical way. Coordinates Council policy decisions to staff, departments, other organizations and the community.
- **FISCAL MANAGEMENT:** Properly manages the budget and CIP. Demonstrates ingenuity and creativity in approaching budgetary matters, including long-range revenues and expenditures for the organization.
- **RELATIONS WITH COUNCIL:** Provides regular updates to the Council, keeping them informed about current and critical issues. Is accessible to Council Members. Handles issues that are brought by the Council in a consistent and timely manner. Maintains an honest, truthful and professional relationship with each Councilmember. Keeps a positive attitude and approach to new ideas, issues and complaints raised by Council Members.
- **COMMUNITY RELATIONS:** Understands general community issues and concerns and remains involved and active in the community. Represents the Village in a professional and positive manner. Works proactively with the media and press as needed. Works effectively with community and outside organizations including the Chamber of Commerce, Miami-Dade County, School District and other agencies. Educates the community on Village goals and services.
- **COMMUNICATIONS:** Ensures that Council Members receive important information in a timely and effective manner. Presents the Council and community with clear and accurate written reports and correspondence. Responds to correspondence, requests, and complaints, quickly and appropriately. Facilitates open two-way communication and encourages mutual honesty and respect with the community, Council and staff.
- **PROFESSIONALISM:** Deals effectively and appropriately with the public and other organizations. Devotes time and energy to the job. Demonstrates high ethical standards in the organization. Works to keep “politics” and personal perspectives out of the decision-making process. Stays active in professional organizations and regional issues.

Overall Objectives Rating:

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Overall General Performance Requirement Rating:

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TOTAL RATING

—

NOTABLE STRENGTHS:

OPPORTUNITIES FOR IMPROVEMENT:

OBJECTIVES: List two to three objectives which you feel are important for the Village Manager to accomplish in the coming year.

Objective 1:

Objective 2:

Objective 3.

Manager Signature

Date

Council Member Signature

Date

Manager COMMENTS:



PERFORMANCE REVIEW FORM

Village Clerk

Village Clerk Name:Click or tap here to enter text.

Council Member Name:Click or tap here to enter text.

Date of Village Clerk Self-Assessment:Click or tap here to enter text.

Date of Council Member Assessment:Click or tap here to enter text.

Instructions: Village Clerk is to complete a self-assessment and submit it to the Council Members no later than Click or tap to enter a date. Council Members are to complete their assessment and submit it to Human Resources by Click or tap to enter a date.

Rating Scale:

- 5** **CONSISTENTLY EXCEEDS JOB REQUIREMENTS** *(Performance at this level is at its maximum and consistently beyond acceptable requirements for the position. Duties and responsibilities are not only met, but consistently exceeded.)*
- 4** **MEETS AND USUALLY EXCEEDS JOB REQUIREMENTS** *(Performance at this level is frequently above acceptable requirements for the position. Duties and responsibilities are well met and usually exceeded.)*
- 3** **FULLY MEETS JOB STANDARDS** *(Performance at this level is the acceptable standard for the position. Duties and responsibilities are met consistently and in a satisfactory and acceptable manner.)*
- 2** **SOME IMPROVEMENT NEEDED TO MEET JOB REQUIREMENTS** *(While some job requirements are met, some improvement is necessary to fully meet job requirements.)*
- 1** **DOES NOT MEET JOB REQUIREMENTS** *(Performance at this level is below the minimum acceptable requirement for the position. Duties and responsibilities are not met.)*

OBJECTIVES: Overall Section Rating: Click or tap here to enter text.

Objective

Action Item

Outcome

Village Clerk Rating: Click or tap here to enter text.

Council Member Rating: Click or tap here to enter text.

Clerk Comments:

Council Member Comments:

Objective

Action Item

Outcome

Clerk Rating: Click or tap here to enter text.

Council Member Rating: Click or tap here to enter text.

Clerk Comments:

Council Member Comments:

Objective

Action Item

Outcome

Clerk Rating: Click or tap here to enter text.

Council Member Rating: Click or tap here to enter text.

Clerk Comments:

Council Member Comments:

GENERAL PERFORMANCE REQUIREMENTS: Overall Section Rating: Click or tap here to enter text.

- **COUNCIL:** Attends council meetings, records accurate minutes in an efficient manner. Collaborates with each Council Member in a fair and impartial manner to carry out their requests for Council related initiatives. Promptly handles Council Member requests and distributes Council Member e-mails to all members. Keeps master calendar and distributes invites to all meetings/workshops. Keeps Council Members current on local community and county news.
- **COMMUNITY:** Handles resident records requests in a timely manner. Maintains good working relationship with Manager, Attorney(s), and other Village departments and staff. Stays abreast of changes to the Village Charter and other policies to provide accurate information to the community.
- **PUBLIC RECORDS:** Maintains open access to Village public records. Adheres to Florida Statutes with record management procedures. Works with the Village IT department to maintain and progress the scope of records management and access to it. Ensures any additional Village communication (ie. Social Media) is recorded properly and available at request.
- **PROFESSIONAL DEVELOPMENT:** Seeks opportunities to further develop skills and knowledge as it relates to role.
- **ELECTIONS:** *(evaluated on election years only)* Assists all candidates appropriately from first contact until the end of the election cycle, including timely posting of results. Demonstrates a working knowledge understanding of the Florida Statutes, Miami-Dade County's Charter, and the Village's Charter as it relates to elections. Handles the coordination and specifics for new Council/Mayor swearing in ceremony and subsequent events.

Overall Objectives Rating: _____

Overall General Performance Requirement Rating: _____

TOTAL RATING _____

NOTABLE STRENGTHS:

OPPORTUNITIES FOR IMPROVEMENT:

OBJECTIVES: List two to three objectives which you feel are important for the Village Manager to accomplish in the coming year.

Objective 1:

Objective 2:

Objective 3.

Village Clerk Signature

Date

Council Member Signature

Date

Village Clerk COMMENTS:



PERFORMANCE REVIEW FORM

Village Attorney

Village Attorney :Click or tap here to enter text.
enter text.

Council Member Name:Click or tap here to
enter text.

Date of Village Self-Assessment:Click or tap here to enter text.

Date of Council Member Assessment:Click or tap here to enter text.

Instructions: Village Attorney is to complete a self-assessment and submit it to the Village Council no later than Click or tap to enter a date. Council Members are to complete their assessment and submit it to Human Resources by Click or tap to enter a date.

Rating Scale:

- | | |
|----------|--|
| 5 | CONSISTENTLY EXCEEDS JOB REQUIREMENTS <i>(Performance at this level is at its maximum and consistently beyond acceptable requirements for the position. Duties and responsibilities are not only met, but consistently exceeded.)</i> |
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OBJECTIVES: Overall Section Rating: Click or tap here to enter text.

Objective

Action Item

Outcome

Village Attorney Rating: Click or tap here to enter text.

Council Rating: Click or tap here to enter text.

Village Attorney Comments:

Council Member Comments:

Objective

Action Item

Outcome

Village Attorney Rating: Click or tap here to enter text.

Council Rating: Click or tap here to enter text.

Village Attorney Comments:

Council Member Comments:

Objective

Action Item

Outcome

Village Attorney Rating: Click or tap here to enter text.

Council Rating: Click or tap here to enter text.

Village Attorney Comments:

Council Member Comments:

GENERAL PERFORMANCE REQUIREMENTS: Overall Section Rating: Click or tap here to enter text.

- ___ **QUALITY OF ADVICE:** The legal advice and guidance given to the Village is of high caliber in both form and substance. Opinions meet the standards for municipal government and work to protect and defend the Village against future legal action. Reports are clear and comprehensive and present both the pros and cons of each action. The Council is made aware of consequences that might occur as a result of action it may take.
- ___ **TIMING:** Reports are delivered in a timely manner. Council's goals as well as direction of various items are considered when priorities are set by the Attorney. Phone messages and email are responded to in a professional and timely manner.
- ___ **SERVICES:** Legal Counsel is comprehensive in experience and knowledge or provides the Village with the appropriate legal resources it needs. Counsel's services meet the legal needs of the Village or makes recommendations on where to seek additional legal advice when necessary for the protection of the Village. Attorney fees are competitive and appropriate for the type of service provided. Billing is clear and consistent. .
- ___ **RELATIONS WITH COUNCIL AND STAFF:** Attorney keeps Village informed about current and critical issues. Makes an effort to be accessible to Council Members. Handles issues that are brought by the Council in a consistent and timely manner. Maintains an honest, truthful and professional relationship with each Council Member. Keeps a positive attitude and approach to Village issues.
- ___ **PROFESSIONALISM:** Makes an effort to understand general community issues and concerns. Represents the Village well and in a professional and positive manner. Works effectively with outside organizations, Village departments, and the public. Demonstrates high ethical standards.

Overall Objectives Rating:

Overall General Performance Requirement Rating:

TOTAL RATING

NOTABLE STRENGTHS:

OPPORTUNITIES FOR IMPROVEMENT:

OBJECTIVES: List two to three objectives which you feel are important for the Village Attorney to accomplish in the coming year.

Objective 1:

Objective 2:

Objective 3.

Village Attorney Signature

Date

Council Member Signature

Date